



## NOW HIRING

### Maintenance Worker I Utilities Division Public Works Department

#### **DESCRIPTION:**

The Village of Glen Ellyn Public Works Department is recruiting for one (1) full-time Maintenance Worker I position. The Maintenance Worker I position serves as an entry-level worker within the Utilities Division by performing a variety of semi-skilled and skilled tasks in the construction, maintenance and repair of public infrastructure (e.g. water and sewer distribution system). Position is required to respond to emergencies off-hours, including snow plowing activities, on evenings, weekends, and holidays. Other related duties as assigned. Position reports directly to the Division's Crew Leader.

#### **ESSENTIAL FUNCTIONS:**

- Perform a variety of semi-skilled and skilled maintenance duties.
- Operate a variety of vehicles and heavy-duty tools and equipment properly & safely.
- Assist the general public and private contractors with questions and concerns.
- Perform water main and service locating; detect water leaks.
- Install, maintain, troubleshoot and repair water services, mains, valves, meters and hydrants.
- Assist in maintaining the water plant and lift stations.
- Maintain, clean and repair sanitary and storm sewer mains and structures.
- Repair sewer services and perform sewer televising.
- Prepare accurate work records including time spent and materials used.
- Set-up safe work zones and use appropriate safety equipment.
- Assist in emergency response operations.
- Participate in snow removal operations according to the snow and ice removal plan.

#### **QUALIFICATION REQUIREMENTS:**

Applicants must possess a high school diploma or equivalent, and at least one (1) year of experience in general construction and maintenance work. Prior experience with operating heavy-duty tools and equipment is a plus. Candidates must possess and maintain a valid Illinois motor vehicle driver's license; and possess or be able to obtain a Class B-CDL, with air brake and tanker endorsements, within six (6) months of employment (possession of Class B-CDL at the time of application is preferred). Possess the ability to operate various types of heavy-duty tools and equipment including backhoe, loader, skid steer, and various sewer cleaning equipment. The general work schedule is Monday-Friday, 7:00 am to 3:30 pm. Must be able to respond to after-hours call-

backs and be prepared for and confront emergency conditions as necessary.

Ability to think quickly, maintain self-control, and adapt to stressful situations is also an important skill set. Qualified applicants should also be able to demonstrate the ability to effectively solve problems and exercise good judgment. The ability to develop positive working relationships with the general public, contractors, and Village staff is a critical skill set. Must be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply Village rules and procedure manuals, including any pertinent Federal, State, or local laws. Position also requires intermediate skills in the operation of computers and related software.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 75 pounds), grasping, pulling/pushing, twisting, talking, hearing/listening, seeing/observing, occasional typing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Employee occasionally works around vibrations and noise, moving mechanical parts, confined spaces and underground trenches, heights, and is exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme outdoor temperatures. Work environment includes primarily outdoor work in various types of weather conditions, with some indoor work as well.

#### **SALARY/BENEFITS:**

The starting base pay offered for this position is \$20.64/hr (\$42,931/yr), with excellent fringe benefits, including participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan. This position is non-exempt (overtime eligible) under FLSA.

#### **HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter to [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #21-17 -Maint. Worker I-PW)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The Village is accepting applications until **June 21, 2017 at 5:00 pm.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER**